

A Famous Person's Social Media Page (cont.)

Word
Processing

Activity 3

Procedure

1. Sign in to Google Docs.
2. Go to **Create** and choose **Document**. Click into the **Untitled document** box to bring up the **Rename Document** window. Type your last name and then "Famous Person's Social Media Bio." Click **OK**.
3. Next, go to the **Insert** menu and choose **Drawing** to bring up the drawing window.
4. Select the **Actions** menu (Figure 3-2).

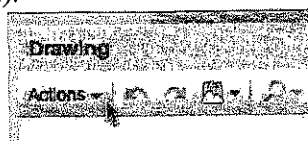


Figure 3-2

5. Select the **Word Art** option, which looks like a "T."

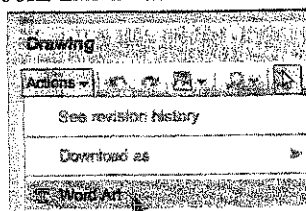


Figure 3-3

6. In the text box, type "Your person," then hit the **Enter** key on your keyboard.
7. Next, change the font to **Georgia** using the **Font** menu (Figure 3-4).

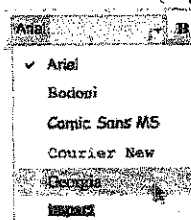


Figure 3-4

8. Now you will change the color of your word art. Click the **Fill color** button (Figure 3-5) and choose the color **Green RGB (56, 118, 29)** (Figure 3-6).

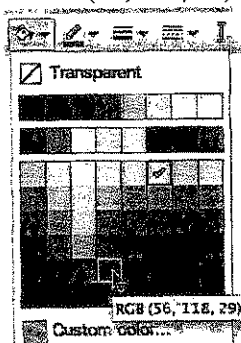


Figure 3-5

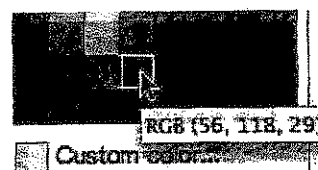


Figure 3-6

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9. Next, use the **Line Color** button to change the line color of your word art to the same green that you used for the fill (Figure 3-7).



Figure 3-7

10. Your word art is now ready to be inserted into your document. Hit the **Save & Close** button (Figure 3-8).

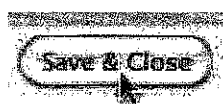


Figure 3-8

11. The word art should now appear in your document. You may need to make it smaller to fit within the boundaries of the page. Click and drag the lower-right anchor point of the word art to resize it. Click and drag the word art itself to center it on the page.
12. Now return to the **Insert** menu and choose **Drawing** once again. In the **Drawing** window, select the **Text box** tool (Figure 3-9).

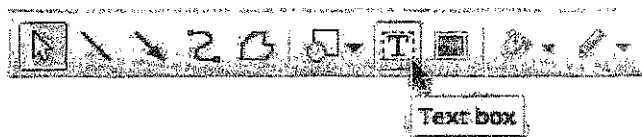


Figure 3-9

13. Draw a text box that is 3 grid-squares high and about 38 grid-squares wide (Figure 3-10).



Figure 3-10

14. Type "Home" in the text box. Hit the **Space bar** on your keyboard five times, then type "Friends' Pages." Hit the **Space bar** five more times, then type "Create Your Page." Hit the **Space bar** five more times, then type "About" (Figure 3-11). Then hit the **Enter** key.

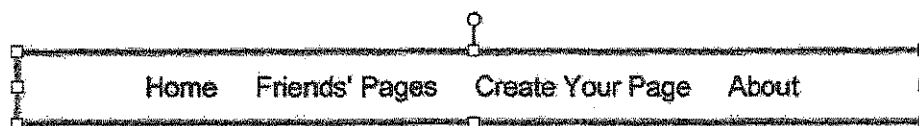


Figure 3-11

A Famous Person's Social Media Page (cont.)

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15. Next, use the **Text color** menu to change the color of the text to **white** (Figure 3-12).

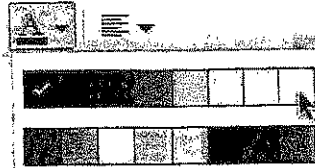


Figure 3-12

16. Now change the line and fill colors to the same green you used for your word art. Click the **Save & Close** button to insert the text box.
17. Your document should now look like the one in Figure 3-13.

Example →



Figure 3-13

18. Next, you will insert a line to separate your document. Hit the **Enter** key on your keyboard, then select the **Insert** menu and choose **Horizontal line**.
19. Hit the **Enter** key once again to take you down one line. Now you will insert an image into your document.
20. Go to the **Insert** menu and choose **Image**. In the **Insert image** window, choose **Google Image Search**, and type *Your person* in the **Search images** box. Click the **Search images** button. Scroll down and click on an image of *Your person* and click the **Select** button (Figure 3-14).



Figure 3-14

21. The image should now be inserted into your document. Click on it to highlight it, then grab the bottom-right anchor point and click and drag the image to reduce its size (Figure 3-15).

Example →



Figure 3-15

A Famous Person's Social Media Page (cont.)

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22. With the image still selected, click **Fixed position** in the box below the image (Figure 3-16).



Figure 3-16

23. Now click your cursor to the top-left of the picture (Figure 3-17).

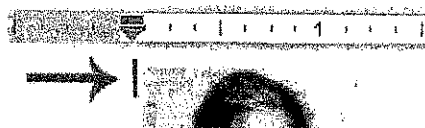


Figure 3-17

24. Next, click on the **Left Indent** tool and drag it to the 2 1/4 inch mark on the ruler (Figure 3-18). This will make your left indent start at the right side of the image.

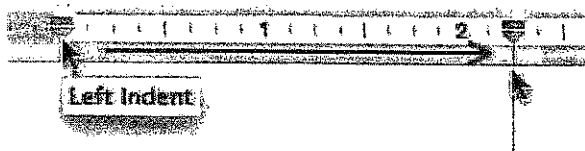


Figure 3-18

25. Hit the **Enter** key once to bring your cursor down, then reduce the font size to **11 pt.**
26. Now you will insert a special character. Go to the **Insert** menu and choose **Special characters** (Figure 3-19).

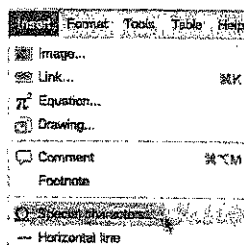


Figure 3-19

27. In the **Insert Special Characters** window, click on the **Arrows** drop-down menu and select **Stars/Asterisks** (Figure 3-20).

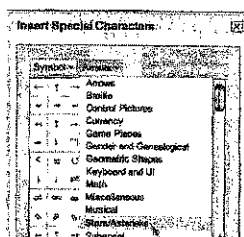


Figure 3-20

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28. Scroll down the list of special characters until you find a star you like (Figure 3-21), then click on it and click **OK** to insert it into your document.

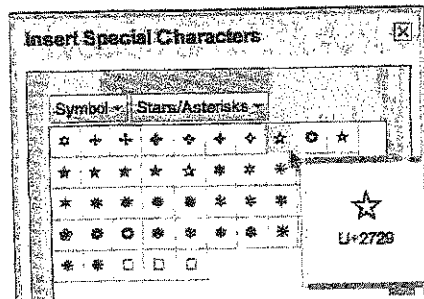
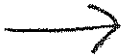


Figure 3-21

29. Now type the following information about your famous person, hitting the **Enter** key twice after every line and inserting the special character star when needed: ☆ (Birth date and place, ☆ Where he/she attended schools, ☆ the jobs he/she held, ☆ Important accomplishments.

(Example)



- ☆ Born on February 4, 1913 in Tuskegee, Alabama
- ☆ Attended Miss White's School for Girls, Montgomery Industrial School for Girls, and Alabama State Teachers College
- ☆ Employed as an aide to Congressman John Conyers
- ☆ With her husband Raymond, founded the Rosa and Raymond Parks Institute for Self Development

Figure 3-22

30. Next, hit the **Enter** key enough times to bring your cursor down to just below the picture. Then click and drag the **Left Indent** tool back to the left margin again.
31. Now insert another horizontal line. Go to the **Insert** menu and choose **Horizontal line**. Then hit the **Enter** key again to bring your cursor down one line.
32. Go to the **Insert** menu, and choose **Drawing**. In the drawing window, use the **Text box** tool to draw a text box 3 grid squares high and about 38 grid squares wide.
33. In your text box, type "Write your message for ~~your~~ *peer* here." Hit the **Enter** key, and change the font color of the text box to **gray RGB (153, 153, 153)**. Change the line color to the same green you used before. Then hit the **Save & Close** button to insert the text box into your document.
34. Click your cursor just to the right of the text box, then hit the **Enter** key once to bring you down one line.
35. Now you are going to add some comments from people who were associated with Rosa Parks. This will be used to illustrate important events in the life of *your person*.

† We will save
all images
to your file.

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36. First you will insert an image of the person. Another way to insert an image is using Google's image search to locate an image, then you can just click and drag it in to your slide. To do this, go to the **File** menu of your web browser and choose **New Window** (Figure 3-23).

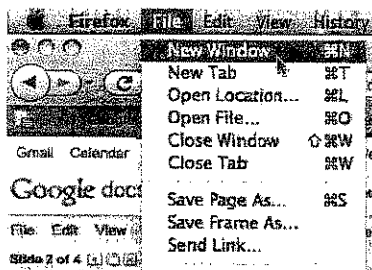


Figure 3-23

37. Next, navigate to the following web address, <http://www.google.com>. Click the **Image search** link at the top of the page, then type "*famous friend*" into the **Search Images** box and hit the **Search** button.
38. Your image search should have produced many images of *famous friend*. Click the bottom corner of your web browser to minimize it so it takes up only half of your screen. Then click and drag an image of *famous friend* onto your slide (Figure 3-24).

Example →

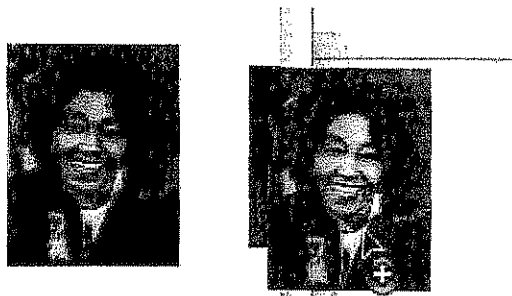


Figure 3-24

39. Your image should now be inserted into your slide. Click on the image to highlight it, and grab the anchor point on the lower right to reduce its size so it is about the size of a postage stamp (Figure 3-25).

Example →

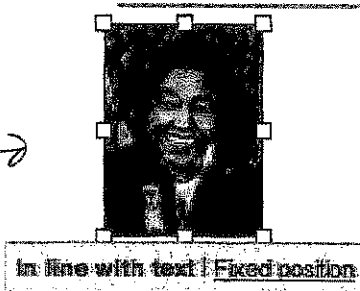


Figure 3-25

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40. Next, with the image still highlighted, click **Fixed position** in the box below the picture. This will fix the location in your document so it does not move with the text. Now click just to the upper left of the image to place your cursor near the left margin (Figure 3-26).

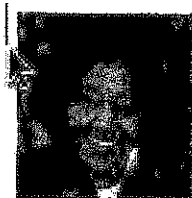


Figure 3-26

41. Now click and drag the **Left Indent** tool (Figure 3-27) to set the margin to 1 inch.

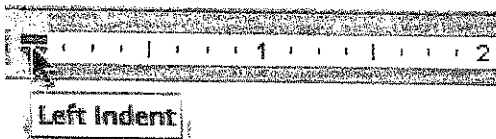


Figure 3-27

42. Now your margin will be aligned just to the right of the picture. Next, type "*famous friend's name* on," then hit **Enter** on your keyboard to bring you down one line. Now type "*Your message regarding important accomplishment.*"
43. Hit the **Enter** key again and type "*today's date.*" Finally, hit the **Enter** key about four times to bring your cursor down below the picture. Use the **Left Indent** tool to reset the indent back to the left margin (Figure 3-28).

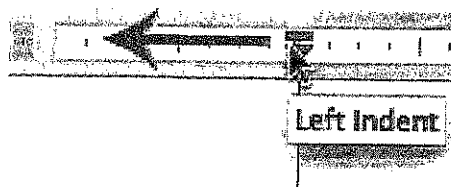


Figure 3-28

44. Now change the font color of *famous friend's name* to the same green color you used before, and the date to the same gray color you used before (Figure 3-29).



Representative Julia Carson

Rosa, you have just been awarded the Congressional Medal of Honor!

today's date

Example

Figure 3-29

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45. Click back down below Mrs. Carson's picture. You will now repeat Steps 36–44 to add more comments about important events that occurred in the life of *your person* as shown in Figure 3-30.



Representative Julia Carson

Rosa, you have just been awarded the Congressional Medal of Honor!
May 3, 1999



President William Clinton

Congratulations on receiving the Medal of Freedom, Rosa!
September 1996



Congressman John Conyers

Rosa, thank you for your hard work as my congressional aide from 1965 to 1988!
July 1988



Dr. Martin Luther King, Jr.

Thank you, Rosa, for your nonviolent stance against racial segregation.
December 1955

Figure 3-30

46. Your project is now complete!